

FORM CD-404 (REV. 5-90) U.S. DEPARTMENT OF COMMERCE				SUPPLY, EQUIPMENT, OR SERVICE ORDER				This Order Number must appear on all invoices and packages. Freight charge over \$100 requires Bill of Lading ➡		6. ORDER NUMBER <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
1. PAGE OF		2. RECEIVING OFFICE NO.		3. CONTRACT ORDER AGAINST		A. PURCHASE ORDER (See Reverse)		DELIVERY ORDER (See Block 3)		7. SUB	
8. S A U D P D P R L R I E E S R S S TELEPHONE/CONTACT:						4. ORDER DATE		5. SOURCE			
						9. SHIP TO: REFERENCE ORDER NO. _____ (INCLUDE ON SHIPPING LABEL)					
10. 1099 TAX		11. EMPLOYER I.D. #		B. REQUISITION NUMBER		C. REQUISITIONER INFO: (Last Name, Initial, Phone, Bldg, Room)					
12. LINE ITEM	13. AC CD	13a. QTY REC.	14. DESCRIPTION			15. BUDGET OBJECT	16. ACC LINE	17. QUANTITY	18. UNIT ISSUE	19. UNIT PRICE	20. AMOUNT
21. FOB POINT				22. DISCOUNT TERMS				23. PROMPT PAYMENT		24. SUB-TOTAL ➡	
25. DELIVERY DATE				26. SHIP VIA			27. ESTIMATED FREIGHT		28. TOTAL ➡		
D. B A I D L D L R I E N S G S Reference Order No. _____ (Include on Invoice)						29. ACC LINE	30. BUREAU CODE	31. ACCOUNTING CLASSIFICATION		32. DIST	33. AMOUNT
						E. I O S F S F U I I C N E G (DO NOT SHIP OR BILL TO THIS ADDRESS)					
						ACCEPTANCE: I certify that articles and/or service annotated above have been received, inspected, and accepted as complying with this order as of the date shown.				34. RECEIPT DATE	
36. ACCEPTANCE SIGNATURE, TITLE, & PHONE NO.				37. TYPE SHIPMENT		H. CONTRACTING/ORDERING OFFICER SIGNATURE				I. DATE SIGNED	

U.S. DEPARTMENT OF COMMERCE
TERMS AND CONDITIONS

The following terms and conditions, as well as any on attached sheets, apply when this document is used as a purchase order. If this document is used as a delivery order, it is subject to the terms and conditions of the contract referenced in Block # 3 of the order.

52.252-2 Clauses Incorporated by Reference (Apr 84) This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available.

The following terms and conditions apply to all purchase orders:

- 52.202-1 Definitions-Alternate 1 (Apr 84)
- 52.203-1 Officials Not to Benefit (Apr 84)
- 52.203-3 Gratuities (Apr 84)
- 52.203-5 Covenant against Contingent Fees (Apr 84)
- 52.203-6 Restrictions on Subcontractor Sales to the Government (July 85)
- 52.212-9 Variation in Quantity (Apr 84)
(Permissible variations are stated in Block #14)
- 52.213-2 Invoices (Apr 84)
- 52.213-3 Notice to Supplier (Apr 84)
- 52.219-4 Notice of Small Business Small Purchase Set-Aside (Aug 88)
- 52.222-3 Convict Labor (Apr 84) (Unless precluded by FAR Subpart 22.2)
- 52.232-1 Payments (Apr 84)
- 52.232-8 Discounts for Prompt Payment (Jul 85)
- 52.232-23 Assignment of claims (Jan 86)
(Orders over \$1,000)
- 52.232-25 Prompt Payment (Apr 89)
- 52.233-1 Disputes (Apr 84)
- 52.233-3 Protest After Award (Jun 85)
- 52.242-10 F.O.B. Origin—Gov't Bills of Lading or Prepaid Postage (Apr 84)
- 52.246-1 Contractor Inspection Requirements (Apr 84)
- 52.247-34 F.O.B. Destination (Apr 84)

Additional Terms and Conditions applicable to purchase orders exceeding \$2,500:

- 52.224.4 Contract Work Hours and Safety Standards Act-Overtime Compensation (Mar 86)
- 52.222-36 Affirmative Action for Handicapped Workers (Apr 84)

Additional Terms and Conditions applicable to purchase orders exceeding \$10,000:

- 52.215-1 Examination of Records by the Comptroller General (Apr 84)
- 52.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (June 85)
- 52.219-13 Utilization of Woman-Owned Small Businesses (Aug 86)
- 52.222-26 Equal Opportunity (Apr 84)
- 52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (Apr 84)

Additional Terms and Conditions applicable to purchase orders to individuals up to \$25,000:

- 52.223-6 Drug-Free Workplace (Mar 89)

SUPPLIES:

Additional Terms and Conditions applicable to all purchase orders for supplies:

- 52.210-5 New Material (Apr 84)
- 52.225-3 Buy American Act-Supplies (Jan 89)
- 52.243-1 Changes—Fixed Price (Aug 87)
- 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (Apr 84)

Additional Terms and conditions applicable to purchase orders for supplies over \$10,000:

- 52.222-20 Walsh-Healey Public Contracts Act (Apr 84) (Unless exempt by statute or regulation)

SERVICES:

Additional Terms and Conditions applicable for purchase orders for services:

Service Contract Act of 1965

All regulations of the Service Contract Act of 1965, as amended, expressed in 29 CFR Part 4 are hereby incorporated by reference in this contract.

- 52.243-1 Changes—Fixed Price (Alternate 1) (Aug 87)
- 52.249-4 Termination for Convenience of the Government (Services) (Short Form) (Apr 84)

USE THIS FORM ONLY IF THE ORDER NUMBER(BLOCK 6)
BEGINS WITH "40."

IF ORDER NUMBER BEGINS WITH A "43," USE FORM CD-406
INVOICE-RECEIPT CERTIFICATION.

IF ORDER NUMBER BEGINS WITH "41" OR "42," NO RECEIPT
COPY IS REQUIRED.

FORM CD-404 (REV. 7-89) U.S. DEPARTMENT OF COMMERCE		SUPPLY, EQUIPMENT, OR SERVICE ORDER			This Order Number must appear on all invoices and packages. Freight charge over \$100 requires Bill of Lading	6. ORDER NUMBER
1. PAGE	2. RECEIVING OFFICE NO.	3. CONTRACT ORDERED AGAINST	A. PURCHASE ORDER (See Reverse)	DELIVERY ORDER (See Block 3)		7. SUB
			4. ORDER DATE	5. SOURCE		

IF 5TH POSITION OF RECEIVING OFFICE NO. (BLOCK 2) IS AN
"M," YOU ARE ONE OF SEVERAL OFFICES RECEIVING GOODS
OR SERVICES FROM THIS ORDER AND MUST ALWAYS
FOLLOW THE PARTIAL SHIPMENT INSTRUCTIONS.

IF PARTIAL SHIPMENT: (You have not received the complete
order—you expect another shipment.)

1. Enter the quantity received for each item in Block 13a. next
to its line item (block 12). Always count the items received
in the same Unit of issue ordered.

12. LINE ITEM	13. AC CD	13a. QTY REC	14. DESCRIPTION

IF COMPLETE SHIPMENT: (This shipment completes the order.)

1. Enter the date you received the goods or services in block 34.
2. Enter the date you accepted the goods or services in block 35.
**Acceptance of more than seven days from the receipt date
must be authorized on the Form CD 404.**
3. Sign your name and indicate your title and telephone number in
Block 36.
4. Enter "C" in Block 37, Type Shipment. It is NOT necessary
to enter the quantities received for each line item.

2. Enter the dates you received the goods or services
number in Block 34.
3. Enter the date you accepted the goods or services in
Block 35. **Acceptance of more than seven days from
the receipt date must be authorized on the Form
CD 404.**
4. Sign your name and indicate your title and telephone
number in Block 36.
5. Enter a "P" in Block 37.

ACCEPTANCE: I certify that articles and/or services annotated above have been received, inspected, and accepted as complying with this order as of the date shown.	34. RECEIPT DATE	35. ACCEPTANCE DATE
	36. ACCEPTANCE SIGNATURE, TITLE, & PHONE NO.	
		37. TYPE SHIPMENT

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